



Post of Company Secretary

The Company requires a Company Secretary who will be initially posted at its registered office at 6, Mayurbhanj Road, Kolkata 700023.

Qualification:

Essential: Membership of the Institute of Company Secretaries of India.

Additional/Desirable: LLB/MBA/Membership of ICAI/ICWAI with proficiency in Computer Applications.

Experience:

- (1) Candidate should have at least 10 years of post qualification experience in assisting Top Management / Company's Board of Directors / Subcommittees etc. in administration in Company's affairs. The candidate should be well versed with MCA21, e-filing system.
- (2) The candidate should have thorough knowledge of the provisions of the Corporate Laws pertaining to his/her area and handling Legal matters of the Company independently.
- (3) He/she should also be capable of handling IPOs etc and should have experience and thorough knowledge of preparation of Collaboration Agreements, Joint Ventures, Conveyance Deeds and to advice on Contract and Labour Laws. He/she should have handled various kinds of meetings independently i.e. Board meetings/ Committee meetings/AGM/EGM etc.

Job- Responsibilities:

- (1) The Incumbent shall be responsible for coordination of all arrangement and conduct of meetings of the Board of Directors and Management Committees. He/she shall ensure that minutes of the meetings are accurately recorded and circulated.
- (2) To be fully conversant with the working of the Company
- (3) Advise the Board and Management Committees on all statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner.
- (4) Circulate decisions of the Board to all relevant parties and take necessary follow up action and record the progress on the same.
- (5) Keep the Board and the Committees informed of all issues relevant to them and to ensure that they are aware of all issues relevant to them and to ensure that they are aware of their responsibilities and of procedures.
- (6) Prepare any returns and records required by statute to ensure that the organization conducts its business in a legal and proper manner.
- (7) Prepare the Annual Report of the organization in accordance with legal and constitutional requirements.



- (8) Maintain the share register and membership records of the Board and management Committees.
- (9) Oversee the arrangements for the conduct of elections to the Board and Committees.
- (10) Take all necessary steps to ensure that the Company complies with data protection legislation.
- (11) To look after entire legal functions of the Company.
- (12) Other assignments, if any, as and when given by the Managing Director being his reporting officer.

Remuneration: The Package will be attractive for the right candidate. The Package would include, in addition to Basic Pay, Dearness Allowance as applicable to PSUs. House Rent Allowance, as per rules of the Company or Housing Accommodation in lieu of HRA, CCA, Transport Allowance or Transport Facility. In addition, as per Company's policies, attractive perks and facilities like medical facilities for self and dependents, LTA, Children's Education Allowance, and Statutory Provisions like PF, Gratuity, post retirement medical facilities shall be provided.

- General:**
- I. Management reserves the right to raise minimum eligibility standards at its sole discretion. Only short-listed candidates shall be called for a Personal Interview. The Company shall not be responsible for any postal delay/loss. Any dispute arising out of the recruitment shall be within the jurisdiction of Court of Law in Kolkata only.
 - II. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

How to Apply: Eligible Candidates may apply along with a write up on the significant contributions made by them during the present/past assignments and explaining their suitability for the post to the Deputy General Manager (HR), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700088 or email their applications to: hr@biecco.gov.in. Last date for submission of application is **10/10/2006**.